Occupational Health Budget Development Process: The process through which the ARNG Occupational Health (OH) Chief allocates and distributes funding to each State

No.	Activity/Decision Point Name	Description	Regulations and Supporting Resources	Documents and Forms	Systems	Notes
1	Send email requesting next FY budget requirements (by 1 June)	The Surgeon's Office (CSG) Budget Officer requests the budget requirements for the next fiscal year from ARNG OH Chief. This action occurs by 1 June.				
2	Request proposed State budget	ARNG OH Chief emails the State OH Program Manager to request the proposed State budget for the next fiscal year. The State budget request template must be attached to this email.		State budget request template		
3	Receive request	State OH Program Manager receives the notification to submit a State budget request.				
4	Compile State budget request	State OH Program Manager compiles budget request for funding needed for the next fiscal year. This report includes specific line items detailing how the money will be utilized at the State level (i.e., exams, training sessions, teaching materials, etc.). Additionally, sample budgets are attached for reference. Reference State Army Management Structure Code (AMSCO) to find additional guidance.	DFAS-IN Manual 37-100-07, Chapter 7	State budget request		

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5	Create Obligation Plan (by July 1st)	State OH Program Manager creates an Obligation Plan in accordance with the applicable State Army Management Structure Code (AMSCO) by July 1st. This must include Industrial Hygiene (IH) technician and OH/IH technician program requirements. The obligation plan will be used by the finance officer to track all allocated funds. If allocated funds are not used, the program risks a funding decrease in the following year. Note: The obligation plan is a fluid document and should be updated as necessary throughout the fiscal year.	DFAS-IN Manual 37-100-07, Chapter 7	Obligation plan		
6	Submit State budget request	State OH Program Manager emails the State budget request to the ARNG OH Chief.		State budget request		
7	Receive State budget request	ARNG OH Chief receives the State budget request. There should be a request report received from each State.		State budget request		
8	Combine State budget requests into comprehensive OH budget request spreadsheet	ARNG OH Chief compiles all State requests into a complete OH budget request spreadsheet for the upcoming fiscal year.		OH budget request spreadsheet		
9	Submit OH budget request spreadsheet	ARNG OH Chief emails the OH budget request spreadsheet to the CSG Budget Officer.		OH budget request spreadsheet		
10	Receive OH budget request spreadsheet (by July 15th)	CSG Budget Officer receives OH budget request spreadsheet.		OH budget request spreadsheet		

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11	Record fiscal amount disbursed in OH budget spreadsheet and email updated information to the States (by 31 October)	When the funds are appropriated (in October/November), the ARNG OH Chief records the amount of money to be distributed to each State/Territory in the OH budget spreadsheet and emails this information to each State/Territory.		OH budget request spreadsheet		
12	Notify States that money is available	ARNG OH Chief notifies States that money is available.				
13	Receive notification that money is available	State OH Program Manager receives notification that money is available and, based on this information, adjusts obligation plan and prioritizes Unfinanced Requirements (UFRs).				
14	Distribute money to each State (NLT October 15th)	CSG Budget Officer distributes the funds to the States.				
15	Receive Funding Authorization Document (FAD)	State OH Program Manager receives Funding Authorization Document (FAD).		FAD		
16	Identify Unfinanced Requirements (UFRs)	State OH Program Manager identifies any UFRs within budget.				
17	Submit UFR	State OH Program Manager submits the UFR to State Finance Officer.				
18	Receive UFR	State Finance Officer receives UFR from State OH Program Manager.				
19	State funds UFR?	If the State has available funds, the State Finance Officer can fund the UFR for the State OH Program Manager. If not, the UFR is returned unfunded.				
20	Return UFR	If the State does not have available funds, the State Finance Officer returns the UFR to the State OH Program Manager.				
21	Receive UFR	State OH Program Manager Receives the UFR.				

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22	Submit UFR	State OH Program Manager submits UFR to ARNG OH Chief.				
23	Receive UFR and add it to UFR spreadsheet	ARNG OH Chief receives the UFR and incorporates the request into a spreadsheet.		UFR Spreadsheet		
24	Submit UFR spreadsheet	ARNG OH Chief submits UFR spreadsheet to the CSG Budget Officer.		UFR Spreadsheet		
25	Receive UFR spreadsheet	CSG Budget Officer receives UFR spreadsheet		UFR Spreadsheet		
26	Additional funds become available?	Occasionally additional money becomes available at the national level.				
27	Funds are distributed based on priority	If additional funds are available, the ARNG OH Chief, CSG Budget Officer, and the State OH Program Manager work together to determine the best use of the funds based on UFR priority.				